



2025

MELKSHAM TOWN COUNCIL



Amenities & Facilities Agenda

Monday 20th April 2026



Town Hall,
Market Place,
Melksham,
Wiltshire
SN12 6ES

01225 704187
towncouncil@melksham-tc.gov.uk

www.melksham-tc.gov.uk



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Town Hall,
Market Place,
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Wiltshire
SN12 6ES

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187

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Monday 13th April 2026

Dear Councillors A Westbrook, J Oatley, P Aves, J Crossley, A Griffin, J Westbrook and A Whitlock.

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of Amenities & Facilities Committee of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 20th April **2026**, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Amenities & Facilities is 4.

Public Participation.

Members of the public and the press may attend this meeting in person or join the meeting on teams via the following link <https://tinyurl.com/3zvmhsef> . Public participation will take place near the start of the meeting.

Each speaker is limited to three minutes, with a total public session of 20 minutes. Members of the public are requested to send their question to CEO@melksham-tc.gov.uk by noon on the working day before the meeting. You should still attend the meeting, in person or online, to ask your question.

No decisions will be made on matters not already on the agenda. The Council may ask the public and press to leave if confidential matters need to be discussed.

The Seven Principles of Public Life.

All members are reminded of their duty under the code of conduct to uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Yours sincerely,

Miss Hayley Bell – CEO

Amenities & Facilities Committee Terms of Reference.

The Amenities & Facilities Committee is responsible for matters relating to all assets owned and/or managed by the Town Council. This includes the town hall, assembly hall and other property owned by the town council, parks and play areas, grounds maintenance, street furniture, public toilets, and all council land/allotments.

1. Membership: Seven elected Members.

- 1.1 Invited officers relevant to the management of assets, who will have no voting rights.
- 1.2 No business may be transacted at a meeting unless at least 50% of the whole number of members of the committee, rounded up, are present.
- 1.3 Substitution of members- substitutes should be nominated by the member of the committee planning to be absent and notified to the Proper Officer in writing by 15.00 on the day of the meeting.

2. Delegated Business: The Committee has the following delegated powers:

- 2.1 To consider and resolve issues relating to the administration and maintenance of the Town Hall, Assembly Hall and all other properties owned by the Town Council, all public owned spaces, play areas, allotments, and the closed churchyard.
- 2.2 To maintain existing bus shelters, street furniture, and CCTV equipment and consider provision of new items where necessary within approved budgets.
- 2.3 To consider the process of redeveloping the Assembly Hall.
- 2.4 To conclude the outstanding works at the King George V Playing Fields and provide updates.
- 2.5 Review all budget lines and monthly accounts for all assets listed, managing relevant budget lines allocated and provide update reports.
- 2.6 To approve expenditure within budget and to refer any requests for expenditure over budget to Full Council.
- 2.7 Have oversight of the asset register and ensure it is regularly updated by the RFO.
- 2.8 Have oversight of the fabric of the buildings and the use of the building and the business case for said use.
- 2.9 To implement any works recommended in the Buildings Condition Surveys Reports.
- 2.10 Setting of fees, terms and conditions of use, and provision of equipment for areas under its control.
- 2.11 Liaison with community organisations which have an interest in recreational facilities in the town.



- 2.12 Vehicles and equipment within the area of its responsibilities and not under the control of any other committee.
- 3. Referred Business:** To consider and make recommendations to the Town Council on the following matters:
- 3.1 Budget estimates, to be prepared no later than October each year and submitted to the RFO.
 - 3.2 Any other matters referred to the Committee by Full Council.
 - 3.3 Any other matters referred to the Committee by Council Working Groups for whom the Committee is the parent Committee.



AGENDA

Amenities & Facilities

- | | |
|---|----------------------|
| 1. Apologies. | 19.00 – 19.01 |
| To receive and consider acceptance for apologies and absences

(Local Government Act, 1972 s.85) | |
| 2. Declaration of interests. | 19.01 – 19.02 |
| To declare an interest relating to the business of the meeting.

(Melksham Town Council Code of Conduct) | |
| 3. Minutes | 19.02 – 19.05 |
| To approve the minutes of the previous meeting, 9 February 2026

(Local Government Act 1972, s. 12) | |
| 4. Public Participation | 19.05 – 19.25 |
| To allow public participation, 3 minutes per person, 20 minutes allocation.

(Local Government Act 1972, s. 12) | |
| 5. Motion on Speedwell Close Play Area. | |
| For decision | |
| 6. Allotments | |
| For decision on next steps in establishing a community allotment.

To note the report. | |
| 7. Bowerhill Depot Relocation | |
| To note. | |
| 8. Budget & Financial Oversight | |
| To note. | |
| 9. Community Engagement | |
| To note. | |



10. Church Street Toilets

To note.

11. Environment & Biodiversity Projects

11.1 No Mow May

For decision on recommendations.

To approve release to media.

11.2 Green Flag

To note

11.3 Wildflower Areas and Pollinator Support

To note.

12. Parks & Open Spaces

12.1 Play Areas and Inspections

To note

12.2 Cleaning and Repairs

To note

12.3 Town Centre Focus Day

To note and approve release to media.

12.4 Community Reporting

To note.

13. Facilities (Play Parks & Splash Pads)

13.1 Water Refill Station

To note

13.2 Splashpad – 2026 Season

To note and approve release to media



14. Grass Cutting & Grounds Maintenance

To note

15. Hanging Baskets & Floral Displays

To note and approve release to media

16. Infrastructure/Street Furniture

16.1 Bus Shelters

To note

16.2 Noticeboards

To note.

16.3 Accessibility

To note.

16.5 Request to Wiltshire Council

To note.

16.6 CCTV

To note.

17. Jobs/Recruitment

To note.

18. Key Projects/Capital Works

To note and approve release to media.

19. Legal/Policy Compliance

To note.

20. Maintenance Schedules & Vehicle Management

To note and approve release to media.



21. Notices/Signage

To note

22. Outreach & Community Partnerships

To note and approve release to media.

23. Quality Assurance

To note.

24. Roads, Paths & Accessibility

To note.

25. Staff Training & Development

To note.

26. Uniforms & PPE

To note.

27. Waste Management/Litter Collection

To note.

28. Youth Engagement

To note.

29. Extra Projects/Special Initiatives

To note.

30. Venue Manager Report

To note.

